

	KANSAS CITY, MO POLICE DEPARTMENT PERSONNEL POLICY	DATE OF ISSUE 02-24-2016	EFFECTIVE DATE 02-24-2016	NO. 505
SUBJECT Policy Series 500: Career Mobility 505-Selection Process for Vacancies				AMENDS
REFERENCE PPBMs: Re-employment of Former Department Members, Sworn Ranks and Titles, Transfers of Members Memorandum of Agreements (MOA) between the Board of Police Commissioners and the Fraternal Order of Police Lodges No. 99 & 102			RESCINDS PPBM 504-6 & 509-6 ABM 07-6 DM 04-19	

I. INTRODUCTION

This directive establishes guidelines to ensure the selection processes for newly created positions, or current or projected vacancies within the department are consistent and emphasize merit and fairness for all members.

II. TERMINOLOGY

- A. **Eligibility Pool** – An unranked list of qualified applicants established as the result of a selection process by an element to fill vacancies as they occur.
- B. **Selection Process** – A process by which a qualified member is selected for a position when a vacancy occurs or is included in an eligibility pool. These positions may require concentration on a particular activity or function and may include ranks as described within the current written directive entitled, “Sworn Ranks and Titles.”

III. POLICY

- A. Selection processes will be initiated as needed to establish eligibility pools based on turnover and/or for projected vacancies.
- B. Selection processes will be announced through the various means available to the department; e.g., electronic postings on the Intranet, bulletin boards. The Job Vacancy Memorandum will include any specific criteria required for the vacancy.
- C. Criteria used in selection processes will take into consideration any special skill set(s) or needs of the elements and/or the department.
- D. Eligibility requirements, with regard to years of service, will be measured from the member’s date of appointment. For member’s who have been re-appointed, refer to the current written directive entitled, “Re-employment of Former Department Members,” regarding eligibility requirements.
- E. A candidate’s past work performance and relevant disciplinary actions will be reviewed and considered as part of the selection process.

- F. Sergeant vacancies will be filled at the determination of the Chief of Police or designee.
- G. Division commanders will ensure selection processes are job-related, fair, and that all candidates are evaluated fairly. Human Resources Division (HRD) will be utilized to confirm consistency in the process.
- H. Exceptions to this policy can only be made by the Chief of Police or designee.

IV. PROCEDURES

A. Initiating a Selection Process

To initiate a selection process for a newly created or existing position, the supervisor/commander will submit the following through the chain-of-command to HRD:

- 1. A memorandum which includes any specific skill set or criteria needed to fulfill the vacancy which will be included in the Job Vacancy Memorandum by HRD.
- 2. All selection process materials and interview questions for review and approval by HRD.

B. To Participate in a Selection Process

- 1. Sworn members must satisfy the following requirements regarding years of service as a commissioned officer:
 - a. Undercover assignments: Eighteen (18) consecutive months of service.
 - b. All other assignments: Three (3) consecutive years of service.
- 2. All members wishing to participate in a selection process must:
 - a. Meet any additional, bona fide selection criteria established by the element.
 - b. Submit:
 - (1) A Request For Transfer, Form 4 P.D. through their chain-of-command for endorsements to HRD. For further information refer to the current written directive, "Transfers of Members."

- (2) Any additional information as stated within the Job Vacancy Memorandum.

C. The Selection Process

1. After approval of the process materials and interview questions from HRD, the element will:
 - a. Compile a list of members who have submitted the appropriate documentation to participate in the selection process.
 - b. Submit a copy of the comprised list for verification to HRD of each participant's eligibility.
2. Once approval has been received from HRD, the element will proceed with the selection process.

D. Completion of the Selection Process

1. The supervisor/commander will submit:
 - a. The following information through the chain-of-command to the bureau commander:
 - (1) A memorandum reporting the results of the selection process.
 - (2) A Bureau Memorandum announcing those members who successfully completed the selection process and comprise the eligibility pool.
 - b. To HRD:
 - (1) A copy of the memorandum reporting the results and the Bureau Memorandum via email.
 - (2) All selection process documentation sixty (60) days after completion of the selection process, for recordkeeping purposes.
2. The bureau commander will approve and endorse the Bureau Memorandum, then forward the original document to the Research and Development Division (RADD) for historical purposes.
3. Upon receipt, RADD will issue the electronic version of the Bureau Memorandum.

4. Participant Performance Review

- a. Within thirty (30) days after the completion of the selection process, members may request consultation regarding their performance during the process.
- b. At the participant's request, the supervisor/commander will provide feedback.

E. Eligibility Pool

1. Members who are selected and placed in a pool will retain their eligibility for a period of two years.
2. At the end of the eligibility period, members will be removed from the pool unless they have satisfactorily participated in the most recent selection process.
3. Members may be removed from an eligibility pool with the approval of the bureau commander in consultation with the Office of General Counsel for the following reasons:
 - a. If a member is selected and declines an assignment.
 - b. For documented misconduct.
 - c. The member no longer satisfies the criteria set forth in the Job Vacancy Memorandum.

F. When a Vacancy Occurs

1. The supervisor/commander will select a member from the eligibility pool and submit a recommendation through the chain of command.
2. The bureau commander will forward the approved selection to Personnel Records Section for processing.
3. If a member is selected and declines the assignment, the supervisor/commander will forward documentation to the bureau office. The bureau commander may approve removal of the member from the pool.
4. An exception to selecting from an eligibility pool may be made:
 - a. If a bureau commander makes an internal transfer within their bureau or between bureaus for like assignments; i.e., a detective from Property Crimes transfers to the Domestic Violence Section or vice versa..
 - b. Or by the Chief of Police or designee.

G. Rescinding an Eligibility Pool

1. An eligibility pool may be rescinded when a bureau commander of an element for which a pool was established has determined (based on bona fide position related necessity):
 - a. The qualifications and/or criteria for the position have changed, and
 - b. That none of the remaining members of the eligibility pool are able to satisfy the new qualifications and/or criteria without submitting additional information not readily available or known to the bureau commander.
2. If the previously stated criteria have been met, the supervisor/commander of the element wishing to rescind an eligibility pool will submit the following information through the chain-of-command to the bureau commander for approval:
 - a. A memorandum and supporting documentation detailing the change in qualifications and/or criteria.
 - b. Any documentation received or created by the element during the selection process that was conducted for the intended rescinded eligibility pool pertaining to the remaining pool members' qualifications; e.g., resume, interview question responses.
3. Once approval to rescind the eligibility pool has been received from the bureau commander, the rescinding element supervisor/commander will:
 - a. Notify the remaining members of the eligibility pool that the pool has been rescinded.
 - b. Forward a copy of the approved rescinding pool memorandum to the following elements:
 - (1) HRD
 - (2) RADD to rescind the eligibility pool memorandum.

H. HRD will:

1. Prepare and distribute the Job Vacancy Memorandum through the various means available to the department. Postings should be available to members for a period of two weeks.
2. When appropriate, coordinate external advertisement of job vacancies and processing of applications.
3. Review and approve the selection process and interview questions for all vacancies.
4. Prior to administering the selection process, verify that each member (on the list received from the initiating element with the vacancy) is eligible and qualified to participate in the selection process.
5. Schedule and conduct job testing as required in job descriptions.
6. Maintain and monitor existing eligibility pools until new pools are established.
7. Maintain a record of all selection process documentation.

Darryl Forté
Chief of Police

Adopted by the Board of Police Commissioners the _____ day of _____ 20__.

Michael Rader
Board President

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